

Text WizardTM

For The Atari 400/800[®] Computer

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Published and Distributed Exclusively By

Datasoft Inc.[®]

COMPUTER SOFTWARE
9421 Winnetka Ave.
Chatsworth, CA 91311

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TEXT WIZARD

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PART I.

INTRODUCTION

TO

TEXT WIZARD

TEXT WIZARD

AN OVERVIEW

Congratulatons. You have just purchased TEXT WIZARD, a versatile, efficient word processing package for your ATARI computer.

TEXT WIZARD is the ideal software program for anyone who writes and re-writes text or generates ad copy. Within the next few hours, TEXT WIZARD will begin saving you valuable writing time and increasing your productivity.

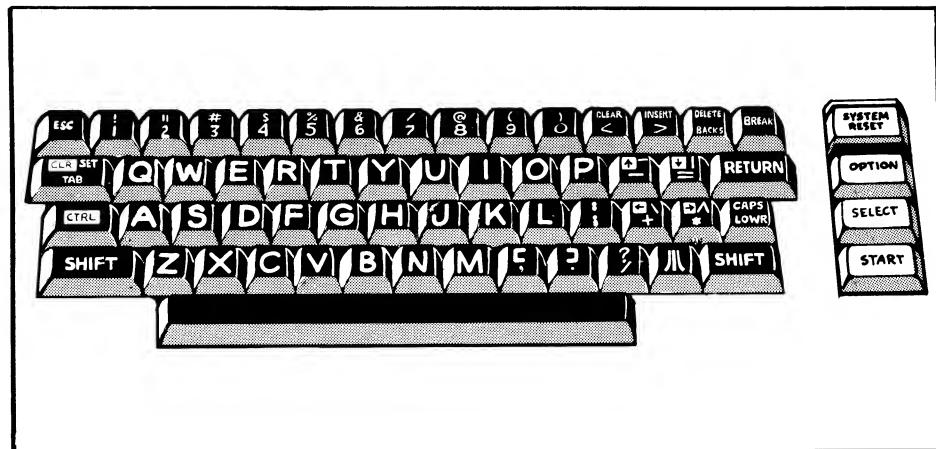
TEXT WIZARD was designed to be remarkably easy to use. Many functions and special features can be acomplished with a few simple keystrokes. Text, once created, can be stored on diskette and re-used or modified as often as you need.

A study conducted by IBM in the mid '70s discovered that computerized word processing was up to 60% more efficient than generating text with a typewriter. That's pretty impressive, but at the same time, TEXT WIZARD is just like anything else that is new to you. We strongly suggest that you read this guide thoroughly while learning to use TEXT WIZARD, and keep the handy reference card near-by in case you need to verify a feature later.

TEXT WIZARD functions as a two part program consisting of an EDITOR and a PRINT FORMATTER. Using the EDITING commands you will learn to create, edit, insert, move, delete or replace text on the video screen of your TV or monitor, until your finished product is ready to print. PRINT FORMATTING commands are imbedded within the text and can be modified like text so that your document can be printed in many different ways. EDITING and PRINTING features are detailed in the following pages.

This guide for TEXT WIZARD was written and prepared for reproduction using the TEXT WIZARD wordprocessor, except for illustrations which were added for clarity.

TEXT WIZARD



COMMON KEYBOARD SYMBOLS

Look at the keyboard of your ATARI computer pictured above. Just like a typewriter keyboard, some keys have secondary functions which can be called upon by holding down the SHIFT key while depressing the key with the desired symbol. Five of the keys on the ATARI keyboard may be used for three functions. The bottom most symbol represents the character or function reproduced when the key is depressed normally. The upper-right symbol or function is produced by holding down the SHIFT key and the key desired, while the upper-left function, bordered in white, is produced by holding down the CTRL key while pressing the desired key.

The far right side of the keyboard has four colored keys marked START, SELECT, OPTION, and SYSTEM RESET. SYSTEM RESET aborts many programs and returns the computer to a "ready" mode. With TEXT WIZARD if you accidentally hit the reset key it will return you to the beginning of the program. Your file will remain intact in memory. Pushing the START key will return your text to the screen. You will learn to use the other three keys to activate TEXT WIZARD's special editing features later in this guide.

TEXT WIZARD

WHAT YOU WILL NEED

- (1) Your ATARI 400(tm) OR 800(tm)
- (2) A minimum of 32K RAM memory. TEXT WIZARD will use all available RAM space for text files. A full 48K system is recommended for large text files.
- (3) One ATARI 810 disk drive.
- (4) A box of blank diskettes.
- (5) The ATARI 850 interface module.
- (6) An ATARI 825 printer, an Epson MX-80 or Centronics 737 printer.
- (7) A TV set or video monitor, either color or black and white.
- (8) Your TEXT WIZARD program diskette.

Before using TEXT WIZARD you should prepare one or more blank diskettes for storing your future text files.

WARNING: The TEXT WIZARD program diskette should not be used for storing text files. You will cause irreparable damage to the program if this is attempted. TEXT WIZARD cannot be copied from one disk to another for back-up purposes. Your TEXT WIZARD package is individually serialized. If you want a back-up copy of TEXT WIZARD, include a check or M.O. for \$5.00 when you mail in your warranty registration card. Should you happen to destroy one of your copies of TEXT WIZARD, you can obtain a duplicate by mailing \$30.00 and your crashed diskette to Datasoft.

PREPARING A TEXT FILE DISKETTE

- (1) Load ATARI's DOS from any available diskette.
- (2) Remove diskette and insert blank diskette.
- (3) Select the FORMAT DISK option, and drive to format as D1.

TEXT WIZARD

(4) When the initialization is complete you will then have a formatted disk for storing text files.

NOTE: The use of diskette labels to identify your diskettes is recommended. Please use a felt tip pen ONLY to mark labels once they are positioned on the diskette. Ball point pens and pencils can damage your diskette.

A WORD ABOUT DISKETTES

One of the greatest benefits to the development of microcomputer applications programs was the invention of the floppy disk. The severe speed limitations of cassette based systems meant that small computers were just not ready for the more demanding data processing jobs.

Floppy diskettes are a fast, reliable storage media which require only a minimal amount of care in storing and handling. These few easy rules will help maximize the life span of your diskettes, whether you are using your computer for serious business or for recreation.

Your diskettes are covered by a black protective paper cover. Only the necessary area is open to allow reading and writing of information and drive alignment. Get into the habit of holding your diskettes by the corners, away from exposed areas. Foreign substances will affect the reliability of data storage.

Diskettes also have a protective paper jacket, or sleeve, to protect the sensitive areas when the disk is not in use. Diskettes not in use should always be returned to their protective jackets. A simple scratch could cause hours or days of lost time.

The importance of BACK-UP diskettes cannot be overstated. Regardless of how trivial the program or data may seem, accidents can happen and are rarely pleasant. A simple rule to follow is; data diskettes should be backed-up every day if new information is added, while program diskettes should have at least ONE back-up diskette stored in a safe place and revised only when a new program is transferred to the master program disk. More than one back-up diskette is not unreasonable for your most valued information. Blank diskettes are always less expensive than replacing programs or stored information.

TEXT WIZARD

MAKING BACK-UP DISKETTES

Attempting to duplicate TEXT WIZARD will damage the diskette. Refer to Part I, section 3 of this guide for details on how to obtain back-up copies of TEXT WIZARD.

There are three excellent ways to make back-up copies of your text file storage diskettes. You can use ATARI DOS to copy a diskette or duplicate a file, or you can SAVE the file with TEXT WIZARD to your primary and back-up diskettes. Assign each file a name up to eight characters long. File names must begin with a letter, but numbers can be used after the first character. It's a good idea to document your file names and to pick a name that helps you remember what the file is for. After using TEXT WIZARD for awhile, you may find that slight variations in the filename can be useful for similar text files.

1) COPY DISKETTE WITH ATARI DOS

- a) Load ATARI DOS.
- b) Select Option J DUPLICATE DISK
- c) Prompt reads: DUP DISK- SOURCE,DEST DRIVES?
- d) Respond: D1,D1 for single drive systems, D1,D2 for dual drive systems.
- e) Remaining prompts are self explanatory.

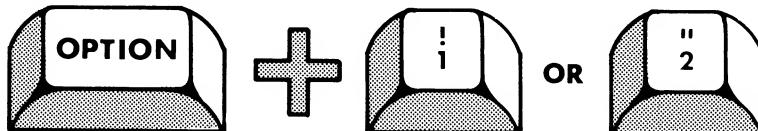
2) DUPLICATE FILE WITH ATART DOS

- a) Load ATARI DOS
- b) Select Option O DUPLICATE FILE
- c) Prompt reads: NAME OF FILE TO MOVE?
- d) Respond with name of file.
- e) Remaining prompts are self explanatory.
- f) This method DUPLICATES one file at a time.

TEXT WIZARD

3) BACKING-UP FILES WITH TEXT WIZARD

- a) You should have a file storage diskette in your disk drive at all times.
- b) Push the OPTION key and the "T" key at the same time. This will move your CURSOR to the TOP of your file. This feature is explained in detail in PART II, section 4.
- c) Push the OPTION key and the "S" key at the same time. Prompt reads: SAVE DEVICE: FILENAME. (This feature is also explained later in this guide.)
- d) Respond with D: (filename)
- e) Your text will re-appear when the file has been SAVED. When the red drive "busy" light goes OFF, remove your diskette from the drive and insert your back-up diskette. Repeat the above procedure from c).



NOTE: You can view the files on your data diskette by pushing the OPTION key and the "1" key for single drive systems, or the "2" key for dual drive systems. For further information see part II, section 3 of this guide.

TEXT WIZARD

LOADING TEXT WIZARD

The sequence below assumes that you are starting with all power off to your computer system. If you have been using your ATARI with another program, then begin with number (3).

- (1) Turn-on TV or monitor.
- (2) Turn-on disk drive and allow the head to retract. (The red drive busy light will go off.)
- (3) Insure that computer power is OFF. Remove any system ROM cartridges, (BASIC, STAR RAIDERS, ETC.), and replace cover.(*)
- (4) If the printer is to be used, turn on the ATARI 850 interface module and printer. Printer should be set to ON-LINE or REMOTE position.
- (5) Insert the TEXT WIZARD program diskette label side up, and close drive door.
- (6) Turn-on computer.

* NOTE: If you are a programmer, TEXT WIZARD can be used to edit BASIC programs. You should have a full 48K machine for this purpose, because your BASIC cartridge will use 8K of RAM space. This would be a powerful feature even if you could only use TEXT WIZARD's editing and printing capability, however, you can also test your program by first saving it as a text file, then calling it back using ATARI's ENTER"D: (filename) command. See the ATARI programming manual for more detailed information.

PART II.

CREATING

AND

EDITING

TEXT

TEXT WIZARD

TEXT WIZARD

Version: #####

Written by: WILLIAM V. ROBINSON

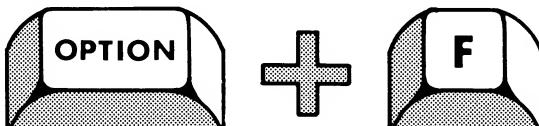
Sold by: DATASOFT

19519 Business Center Dr.
Northridge, CA. 91324

PRESS START

The red drive "busy" light should now be ON while TEXT WIZARD is loading. The program will begin automatically and stop with the prompt "PRESS START". Doing so will produce a blank screen and a flashing CURSOR in the upper left corner of your video screen. The CURSOR is a visual reference that tracks your position within the text. It shows you at all times what part of your text you are working with, and will help you define the beginning and ending points for special features discussed later.

Remove the TEXT WIZARD program disk and insert your text file diskette. It is a good idea to check how much free memory space you have available to use before you begin creating a new text file, especially if you think it will be a lengthy file.



You can check Free memory space at any time by simply holding down the OPTION key and pressing the "F" key at the same time. Releasing the keys will return you to your text file. It is especially important to check free memory frequently when free memory space is below 500 characters.

TEXT WIZARD

(1) CREATING a Text File

The most direct approach to creating your first text file is to type something onto the screen. So, load TEXT WIZARD and press "START" when the prompt appears. You are now ready to create text. The screen should be blank and the CURSOR should be flashing in the upper left hand corner of the screen display. Remove your TEXT WIZARD program diskette and insert the file disk which was created earlier.

The following paragraphs were selected for instructional purposes and will be referred to throughout this guide as you learn about TEXT WIZARD's many features. Notations in parenthesis, such as (TAB) indicate a one key response you should perform. The use of (CR) in this guide indicates using the RETURN key. As you would with a typewriter, a RETURN is used when you wish to start a new line or a new paragraph. TEXT WIZARD displays your RETURN by placing a [←] symbol in the text when you push the RETURN key. The first line of your text file is used to define certain printing parameters which are discussed in detail in part III. For the time being, enter the text exactly as it is written, remembering to use a RETURN or a TAB when indicated. Here we go:

Print Formatting Line(CR)

(CR)

(TAB)A ribbon of fire sliced Jaxom's cheek, his right shoulder through the wherhide tunic, his forearm, his thigh. He felt, rather than heard, Ruth's bellow of pain.(CR)

(CR)

(TAB)They came out of between above the little mountain lake, Ruth whimpering with the pain in his foot and leg. All he wanted was to cool that Threadfire. Jaxom leaped from Ruth's neck and splashed water on his side.(CR)

(CR)

(TAB)That was better.(CR)

(CR)

(TAB)"We'll be much better at it next time," Ruth assured Jaxom. "I'm faster than any of the big dragons. I can turn on my tail and go between in a single length from the ground."(CR)

(CR)

(TAB)Jaxom told Ruth fervently that he was without doubt the best, fastest, cleverest beast in all Pern. Ruth's green eyes whirled with pleasure. He was ready for any danger that might come.(CR)(CR)

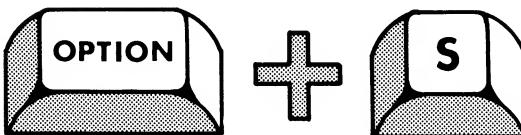
TEXT WIZARD

OK, now let's take a look at what we have done. One of the first things you should have noticed is that the TAB key moves the cursor to the right. The TAB key is set to stop at increments of five spaces on the screen. Another thing you may have noticed is that TEXT WIZARD automatically moves a word down to the next line when it is too long for the screen. This feature is called "Word Wraparound", and it makes your text easier to read when it is on the video screen.

The extra spaces created when TEXT WIZARD moves a word down will be ignored when you PRINT your text.

TEXT WIZARD

(2) SAVING Text Files:



If you made some mistakes while typing in your sample file, we will talk about editing features in the upcoming pages and you will quickly see how easy it is to correct them. Right now, let's save your file to disk so that it is permanent and can be called upon later for modification.

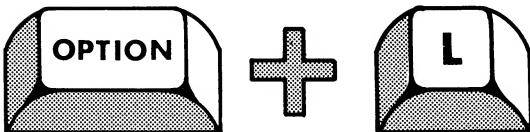
Press the SHIFT key and the CLEAR key at the same time. Your cursor should now be at the beginning of your text and flashing on the beginning of the "Print Formatting Line". (This feature is explained in detail under the section titled "Moving the CURSOR.")



Press the OPTION key and the "S" key at the same time. Your screen should now read "SAVE DEVICE: FILENAME". Respond in this manner; D: TEST1, then push the RETURN key. The red "busy" light on your disk drive will go on and your file will be saved to disk under the name "TEST1". When the operation is complete, your text will again appear on the screen.

TEXT WIZARD

(3) LOADING Text Files



The OPTION key and the "L" key are used when you want to LOAD a text file from diskette. To demonstrate how this works, please perform the following:

- 1) Place the CURSOR at the TOP of your file. Pressing the SHIFT key and the CLEAR keys at the same time will do this.
- 2) Press the OPTION key and the "L" key at the same time. Your screen should now display the message "LOAD DEVICE:FILENAME".



- 3) Respond with: D:TEST1(CR)
- 4) Your original file should now be displayed. Congratulations, you have successfully loaded a file from disk.

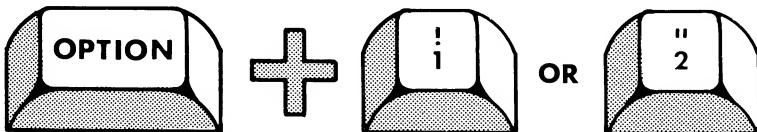
If your CURSOR is at the top of your file when you use this feature, TEXT WIZARD will load the file over the text you have previously created. Place the CURSOR anywhere else in the text and TEXT WIZARD will load your new file from that point, writing over any text that was present. You can use this feature to merge smaller files into one large one when you need to.

TEXT WIZARD

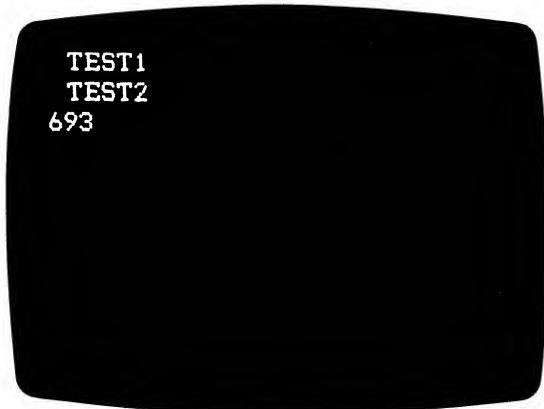
Now save this file to disk using the SAVE feature discussed on the previous page. Press the SHIFT key and the CLEAR key to place the CURSOR at the top of your file, now press the OPTION key and the "S" key. Respond to the prompt with D:TEST2.

You have just saved another version of your file under the name "TEST2" and can retrieve either file whenever you wish.

DISK DIRECTORY FEATURE



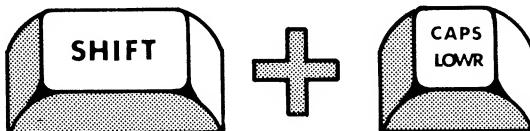
The DISK DIRECTORY feature will display the text files on your storage diskette by the name you have given them. Whenever you wish to use this feature, press the OPTION key and the "1" key to see the files on drive #1, or the "2" key for files on drive #2 if you have two disk drives. Try this now. Your screen should look like the example below.



TEXT WIZARD

(3) EDITING YOUR TEXT FILES

UPPER and LOWER Case Text:



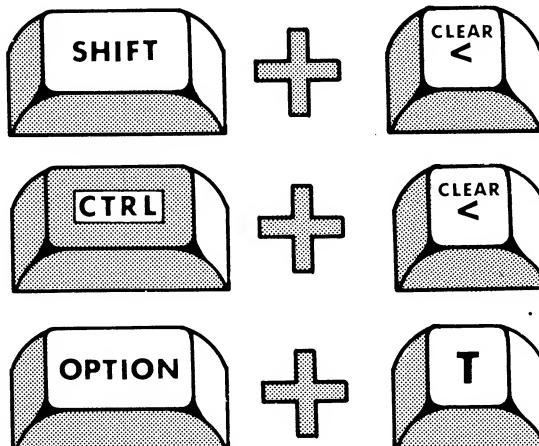
Just below the RETURN key is the CAPS/LOWR key. It is easy to switch from UPPER to LOWER case while you are working with TEXT WIZARD.

To capitalize the first letter of a sentence, simply touch the SHIFT key and the letter you wish to capitalize, as you would when using a typewriter.

To capitalize a series of letters, push the SHIFT key and the CAPS/LOWR key at the same time. When you want to return to the lower case type, simply touch the CAPS/LOWR key.

Moving the CURSOR:

Top of File Commands:

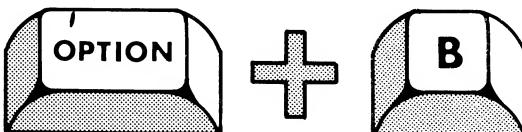


TEXT WIZARD

Pressing any of the three combinations of keys shown on the preceding page will move your CURSOR to the TOP of your text file. You will probably get used to using one combination more than another, but this feature will be used often. So, three methods of returning to the TOP of your file are provided to save you extra keystrokes. You should use the method which is easiest to reach when you decide to return to the top of your file.

It's a good idea to SAVE your text file to disk every 15 to 30 minutes while you're working, or, whenever you walk away from the computer to do something else. Always save your file with the CURSOR at the TOP of your text, unless you want to save it in sections with different file names. You can use the TOP of File feature to go back in your text and make changes, review what you have written or prepare for saving your text file.

Bottom of File:

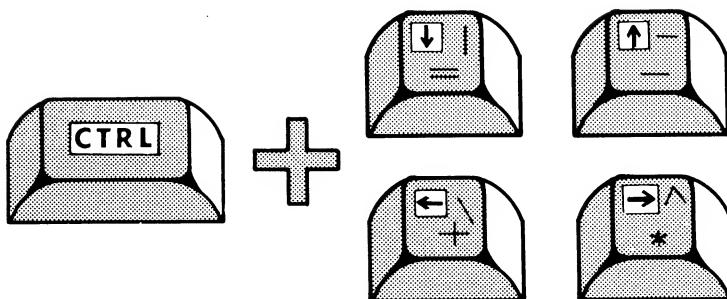


Pushing the OPTION key and then the "B" key will move the cursor to the end of your text file. Go ahead and try it now.

This feature allows you to instantly return to the end of your text file in one simple command. Once you return to the bottom of your file you can continue entering text as you normally would.

TEXT WIZARD

Full CURSOR Control:



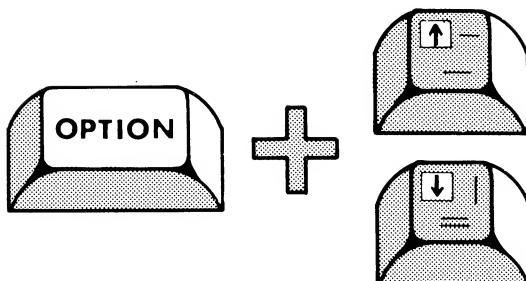
One of the most valuable features of any word processor is the ability to move the CURSOR around within your text file whenever you want to. Correcting errors or revising text is simple with TEXT WIZARD.

On the right side of your ATARI keyboard are four keys grouped together that have arrows pointing up, down, right and left. Whenever you wish to move the CURSOR within your text file, press the CTRL key and the arrow which corresponds to the direction you want the CURSOR to move. Holding the CTRL key down and the desired ARROW key will continue moving the cursor in the direction you selected until you release the keys. Experiment with this feature now, moving the cursor in all directions.

NOTE: If you have made any typographical errors in your sample text, use this feature to place the CURSOR over the error, then type in the correct letter. This is one way to change text with TEXT WIZARD. If you noticed that the CURSOR jumps around when you go up and down through the text, it is because the CURSOR will not move outside of a RETURN.(CR)

TEXT WIZARD

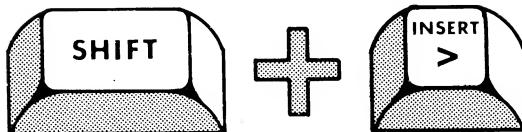
Paging the CURSOR:



Another way to review your text file is to page through it in sections. You may do this at anytime by pushing the OPTION key and the ARROW key (up or down) in the direction you want to page. Using this feature moves the cursor 512 characters in the direction you selected. This is not always a full screen page, depending on how your text is written, but you will find that it is an often used feature when checking continuity and content of your text.

TEXT WIZARD

INSERTING Text:



How many times have you written a sentence and realized that it would flow much more smoothly if it were only worded a little differently? Maybe you even decide that a whole sentence was left out of a paragraph. Little things which may have caused a complete re-write before can be corrected quickly and easily with TEXT WIZARD.

There are two methods of INSERTING text with TEXT WIZARD. In the first example, place the CURSOR on top of the RETURN [CR] symbol just below the "Print Formatting Line". Hold down the SHIFT key, then the INSERT key. Your screen border will now turn green to indicate that you have changed your editing mode and entered the INSERT mode. Release the keys, now type in the following line:

(CR)

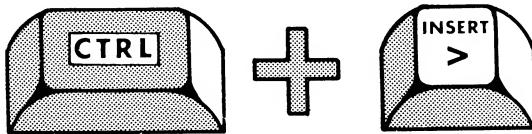
(TAB)The following text is taken from the "White Dragon", a fantasy/adventure novel written by Anne McCaffrey.(CR)(CR)

Again push the SHIFT key and the INSERT key and you are back in the standard edit mode. If you continue to type in text from this point you will write new text over what you have previously created. Sometimes it will be of value to use TEXT WIZARD's features in combination to make your text appear as you wish.

SAVE YOUR FILE AT THIS POINT using the OPTION/S command discussed earlier and the filename TEST1.

TEXT WIZARD

When the screen returns, practice for awhile using the INSERT mode and typing over your text file to become familiar with using the INSERT and the type-over features. Notice that characters and spaces move on the screen as though you had placed them there from the beginning. Also use the CURSOR control functions you have learned to position the CURSOR before you INSERT or change text at different places. When you have completely changed the original text to your liking, you will be familiar enough with this feature to continue.



TEXT WIZARD provides a second way to insert text that is excellent for correcting those occasional single character errors. Using the OPTION/B command to move the CURSOR to the bottom of your file, type in the following word: Automtic

This is a common mistake that has helped make correction tape suppliers rich in the past. Using the CURSOR control features, place the CURSOR over the letter "t" in the misspelled word. Now press the CTRL key and the INSERT key. A space has now opened in the word to make room for the missing "a". Type the letter "a" and our error is corrected.

TEXT WIZARD

DELETING Text

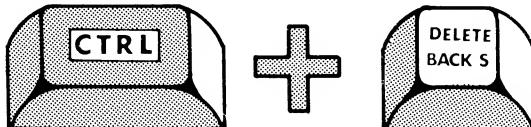
There are four ways to delete text with TEXT WIZARD; two character delete modes, one line delete mode and one block delete mode.

1) DELETE LEFT OF CURSOR:



Place the CURSOR at the bottom of your text using the OPTION/B feature. Push the BACK S key. The CURSOR will move one space to the left and blank any character which was placed there. Continue pushing the BACK S key and watch the text disappear. If you notice an error just as it occurs, you can use this feature to correct it right away.

2) DELETE RIGHT OF CURSOR:

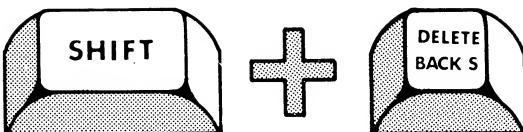


Place the CURSOR on the line which reads "We'll be much better at it next time..." and to the far left of the screen.

Now push the CTRL key and the DELETE key at the same time. Hold them down for about 2 seconds. Notice that your text begins to scroll backwards at the position of your CURSOR, while your text disappears one character at a time. If you touch these keys only once, then one character moves backwards. This is especially helpful when editing text you have created earlier.

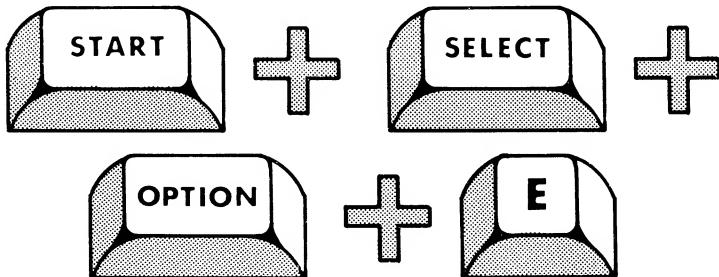
TEXT WIZARD

3) DELETE BY LINE:



Place the CURSOR on the line which reads "A ribbon of fire..." to the far left of the screen. Pushing the SHIFT key and the DELETE key will cause the whole line on your screen to disappear. Continue to depress these keys until the whole paragraph is gone from your screen. You have now DELETED several lines of text from your file and can use this feature to remove unwanted text whenever you want to.

4) DELETE BY BLOCK:



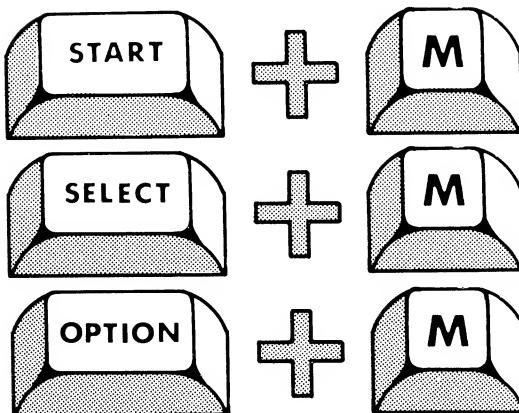
To help prevent mistakes, it was purposely made more difficult to delete whole blocks of text. You must push a series of keys in order to remove whole blocks of text. If you still manage to do this and regret it later, well, we tried didn't we!

Move the CURSOR to the line which reads "They came out of between....", and press the START/SELECT/OPTION AND "E" keys at the same time. Release the keys. Everything below the line you were on is now gone. Remember that, because it could save you time and effort. Be certain when you push these keys that you really want to DELETE all the text which follows the CURSOR.

Move the CURSOR to the top of your file and re-load your sample file, "TEST1" as you learned earlier.

TEXT WIZARD

MOVING Text:



MOVING text from one point to another can sometimes help to clarify your message. TEXT WIZARD requires that you first define the text you want to move, and then define where you want to move it to. This is a three step process that will save you a great deal of time as you become more familiar with using this feature.

Move the CURSOR to the short line in your sample text which reads, "That was much better." Place the CURSOR over the letter "T" in the word "That". Now push the START key while pressing the "M" key. This will establish the beginning of the phrase to be moved.

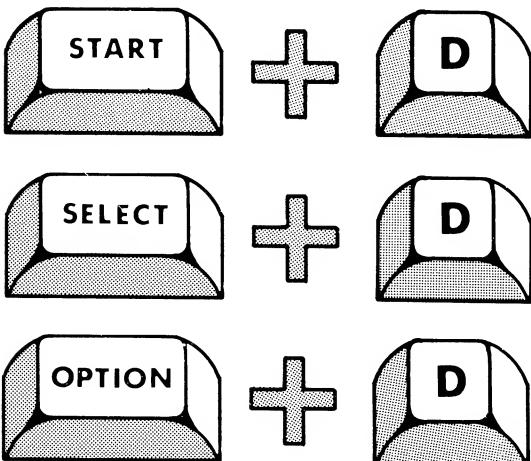
Now, move the cursor to the space between the words "was" and "better". Press the SELECT key and the "M" key. The end of your move phrase should always be established one character beyond the phrase you want to move. In this example, we will move the words "That was".

Again, move the cursor to the beginning of the paragraph which reads, "Jaxom told Ruth fervently....". Now hold down the OPTION key while pressing the "M" key. As you can see, the MOVE phrase is now positioned on the new line and is no longer present at its previous location in the text.

Just to make sure that this powerful feature is fully understood, put the phrase back in its place using the MOVE commands.

TEXT WIZARD

DUPPLICATING Text:



The procedure for DUPLICATING text is very similar to the MOVE commands we just covered. The difference in the end result is that you will have two blocks of text exactly alike in different places within your file. This feature is most useful when you want to reiterate a point or when summarizing a previous argument, as you might wish to do in legal documents or term papers.

Re-load your sample text file from the TOP of the screen. Place the CURSOR at the beginning of the line, "They came out of between....". Now, hold down the START key while pushing the "D" key. This establishes the beginning of the DUPLICATE phrase.

Move the CURSOR to the end of the paragraph until it is flashing over the RETURN symbol. Now hold down the SELECT key while pushing the "D" key. You have established the end of the DUPLICATE phrase.

Hold down the OPTION key while pressing the "B" key to move the cursor to the bottom of your sample file. Now hold down the OPTION key while pressing the "D" key.

An exact duplicate of your original paragraph has been inserted at the bottom of your sample text. You can use this feature to DUPLICATE as much text as you need.

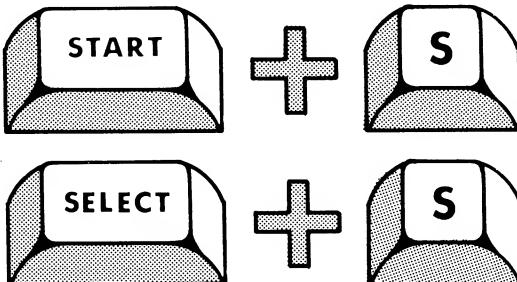
TEXT WIZARD

SEARCH/REPLACE Text

Whether you want to find a certain place in your text file, or whether you want to change a word or phrase in your text file, this option can prove to be one of the most powerful features of TEXT WIZARD.

Think of the SEARCH and REPLACE feature as two independent functions of TEXT WIZARD, which can be used singularly or together to suit your purpose. You can find a word or a phrase in your text as often as it appears, or, you can SEARCH for a word or phrase and REPLACE it with another word or phrase.

1) SEARCHING:



If you have altered your sample text when practicing the previous commands, please re-load your file at this time.

To SEARCH for a word or phrase, the CURSOR should be at the top of your text file when you begin the search. To successfully complete the next example, make sure the CURSOR is now at the top of your file.

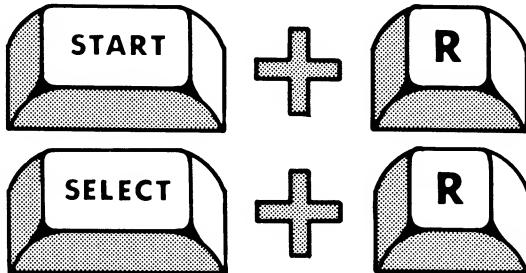
Hold down the START key while pressing the "S" key. Your screen will display the following prompt:

TEXT WIZARD



Type in the word "green", then hit RETURN. (Your text file is now back on the screen.) Hold down the SELECT key and the "S" key. Your CURSOR should now be flashing over the first letter of the word "green" in the last paragraph of your sample text. In a text file of your own, pressing these two keys together again will move the CURSOR to the next occurrence of the word or phrase you are SEARCHING for, and so on each time it occurs. Reaching the bottom of your file will end any response to this command.

2) REPLACING Text



Now hold down the START key and the "R" key. Your screen will respond with the following prompt:

TEXT WIZARD



REPLACE PHRASE

Type in the word "blue " and push the RETURN key. Make sure you have left a space after the word blue to tell the computer that it stands alone and is not part of a longer word. TEXT WIZARD will find your REPLACE or SEARCH phrase within a longer word unless you indicate precisely what you are looking for. The general rule is: if you're searching for a single word, include a space after the word, and if you are searching for a phrase, define the phrase exactly as it appears in the text. You have now established the word to REPLACE the SEARCH word with.

Press down the SELECT key while pressing the "R" key and the word "green" becomes the word "blue".

If the word you want to find appears more than once in your text file, you have the option of REPLACING each occurrence, or only certain occurrences. Continuing to push the SELECT key and the "R" key will cause TEXT WIZARD to find and replace the SEARCH word as often as it appears. Pushing the SELECT key and the "S" key will display the next instance of the SEARCH word and wait for you to decide whether you want to REPLACE it, move on, or return to editing.

You will exit the SEARCH/ REPLACE feature when you begin any other TEXT WIZARD function.

TEXT WIZARD

5) MERGING Text Files:

MERGING text files is a handy feature, especially for the kind of person who is likely to experience flashes of imaginative intuition. Many writers create their best works this way.

There are a number of ways to use the MERGE feature effectively. A few examples are provided here to help you understand the power of this feature and adapt it to your own needs.

The point where a text file will load on the screen depends upon where you place the CURSOR when you load a file. Placing the CURSOR at the very top of your file will bring in the requested file on top of any text which may have been there. All previous text will be gone. This is the method you will use most often when you work with one file at a time.

Placing the CURSOR at the bottom of a text file on the screen and loading in another file will MERGE both files together. You can edit both files at the same time, or SAVE them as a new file for future use.

Placing the CURSOR anywhere between the top and bottom of the text on your video screen will cause a new file to appear at that point. If the CURSOR is not at the top of your file when you use the LOAD file command, TEXT WIZARD will warn you by turning the screen yellow.

For example, if you are using TEXT WIZARD to prepare customer form letters and want the letter to appear personal, simply create the body of the letter and save it as a text file. Then type the proper heading with the customers name and address from a blank screen, as though you were creating a new file. When you are ready for the letter, MERGE it in from the bottom of the heading you just prepared, make any changes in the body of the letter that refer to the customer personally, then PRINT the text. If there are several standard responses to a situation, save each as a separate file and MERGE in the one you want. Customers appreciate the extra effort, even though it was no extra effort at all once you had created the first letter.

TEXT WIZARD

Perhaps you have a lengthy piece of text you are creating. In the middle of the night you have a flash of inspiration about a section of your document that's buried in the middle of your file. Instead of diving in and making changes in the main text file, just create your inspiration as a new file. If you're a writer, you probably want to see if your idea reads well without making permanent changes to your original manuscript. Once you have SAVED your idea on diskette, load in your original text file. Place the CURSOR at the point just beyond where your new idea will be inserted. SAVE the remaining portion of your text under a slightly different file name.

Now, move the CURSOR to the beginning of the text you want to revise with your previous "idea", and use the START, SELECT, OPTION, "E" feature to delete all the text on the screen which follows. Your original file is still intact on diskette, and the screen displays all text prior to your "idea" file. Push the OPTION/"B" keys to be sure you are at the bottom of the text file on the screen. LOAD in your "idea" file, push OPTION/"B" to go to the bottom again, and load in the balance of your file that you saved earlier under a slightly different name. You can now PRINT this revised document and review it at your leisure. SAVING this revision is optional, and the additional files you created on diskette can be DELETED whenever you wish.

PART III.

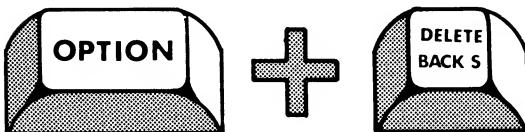
PRINTING

YOUR

TEXT

TEXT WIZARD

6) DELETING Text Files:



You can DELETE any text file on diskette by pressing the OPTION key and the DELETE key at the same time. Your screen will read:



Respond with; D: (FILENAME), where filename is the name of the file you wish to DELETE. Push the RETURN key and the red light will come on showing that your disk drive is operating. When the red light goes off, push the OPTION/1 or 2 keys (as discussed in part II., section 2) to display the text files on disk. The file you just DELETED will now be gone.

Try this now by DELETING the file named "TEST2" which you saved earlier. Once you have DELETED a file, you can still use the name later to SAVE another version of your text.

WARNING: Unless you have a back-up diskette, you are risking permanent loss of the file you DELETE. There is no method for recovering DELETED text files except for your back-up copy.

TEXT WIZARD

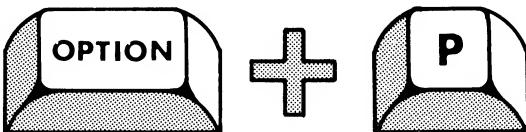
1) PRINTING your FILE

When you first created your sample text we asked you to type in a "Print Formatting Line" at the top of the file and hinted that this space would have a purpose later on. Well, you've reached "later on" and deserve to be pleased with the progress you have made thus far.

TEXT WIZARD provides enough print formatting options to allow you to PRINT your text file in almost any manner you could conceive of. This section deals with the various ways you can PRINT your text file by illustrating one PRINT feature at a time for clarity. You will soon learn to use TEXT WIZARD's printing features in combination to produce a final printed document exactly the way you want it to appear.

If you use a typewriter, then you have learned to make certain decisions as you type in your text. Usually, you must set MARGINS and TABS to suit the document you are creating. TEXT WIZARD functions in much the same way, except that it is much easier to change your mind and print out a revised copy.

TEXT WIZARD has pre-set margins based upon a standard 8 1/2" x 11" size paper. You can print a rough draft of your file without defining any margins or other special printing features within your text.



To PRINT your text file, press the OPTION key and the "P" key. Your screen display should read:

TEXT WIZARD



Be certain that your printer and interface module are ON. Your paper should be set to the TOP of the form, and the printer must be set to "ON LINE".

Respond to the prompt with "P:(CR)". Respond to the prompt at this time.

Your text will now be PRINTED out on paper for the first time. Congratulations.

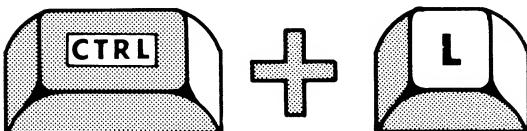
This is a rough draft copy. As we continue with TEXT WIZARD's printing commands, you will learn how to modify your text file on paper.

NOTE: If you respond to the screen prompt with "D:FILENAME", TEXT WIZARD will print your file to diskette much like using the SAVE file command.

TEXT WIZARD

2) MARGINS and SPACING

Set LEFT Margin



Margins are measured in dot columns from the left edge of your paper. There are 150 positions per inch to set your margins on. If you're using standard 8 1/2" x 11" paper, this gives you a great deal of freedom.

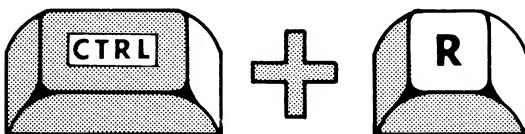
The LEFT margin is pre-set to 150, or approximately 1" in from the left edge. To set your own LEFT margin, press the CTRL key and the "L" key, followed by the number of positions from the LEFT edge you want to begin printing on.

TEXT WIZARD displays your margin command by placing a capital "L" on a white background in your text. All print control commands are displayed in this manner. The position number is displayed to the right of the MARGIN command. You can set all MARGINS on the first line of your text, in this case the "Print Formatting Line", or you can change MARGINS while printing by defining a new MARGIN in the body of your text. The new MARGIN setting will begin on the line where it is placed.

Move the CURSOR to the "Print Formatting Line", press the CTRL and "L" keys, then the number 200. Do NOT press a RETURN (CR) at this point.

TEXT WIZARD

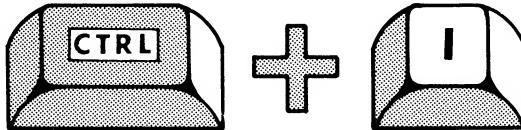
Set RIGHT Margin



TEXT WIZARD is pre-set for a RIGHT margin of 1050, or approximately 1" in from the right side of an 8 1/2" wide piece of paper. Experiment to find the margin settings you like the best.

Your CURSOR should be flashing on the space to the immediate right of the number 200 you typed in earlier. Now press the CTRL key and the "R" key and the number 1000. You have now defined a new RIGHT margin.

Set TOP Margin



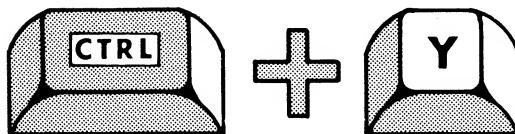
Line spacing is measured in half lines from the TOP of your page. TEXT WIZARD is pre-set at 10, or 5 full lines from the TOP of your paper. There are 12 half lines per inch that your printer will adjust to. This feature is especially valuable for centering a letter on the page.

To set your own TOP margin, press the CTRL key and the "I" key. The letter "I" will appear on a white background. Now, type in the number of half lines to begin printing on.

When you get close to the RETURN (CR) symbol on the "Print Formatting Line" use the INSERT mode to continue entering print formatting commands. Attempting to type over a RETURN (CR) symbol will delete the text below it one character at a time.

TEXT WIZARD

Set BOTTOM Margin

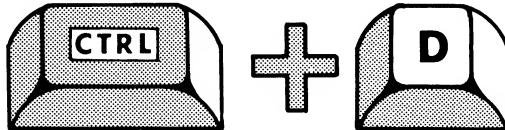


There are 132 half lines on an 11" long piece of paper, measured at 12 half lines per inch. TEXT WIZARD defaults to 132 unless you change the bottom margin. Pressing the CTRL key and the "Y" key will tell TEXT WIZARD how long your paper is.

This feature does NOT determine the last line to print on. The purpose of this feature is to tell TEXT WIZARD where the next TOP OF FORM is. Upon reaching the last line to print on, TEXT WIZARD will automatically eject the page to a new TOP OF FORM, unless you have used the SINGLE SHEET feature explained later.

Line Spacing

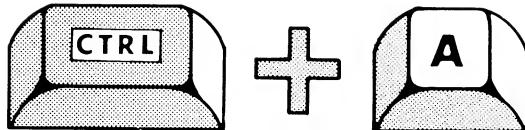
There are two commands to control line spacing. First we will talk about the LAST LINE to print on, then the SPACE BETWEEN LINES.



The last line to print on is pre-set to 120. To change this setting, press the CTRL key and the "D" key, and the number of the line you want to stop printing on measured in half lines from the TOP of the page.

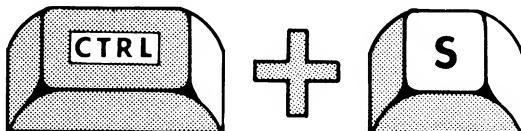
This command should be included on the line you have chosen for your Print Formatting Line, but you can change it within the body of your text if you require.

TEXT WIZARD



Spacing between lines is also measured in half lines. TEXT WIZARD is set for 2 half lines, or one full line space. You can change this setting by pressing the CTRL key and the "A" key, followed by the number of half lines you want. Setting this value to 3 will print 1 1/2 spaces between lines and is valuable for producing copy which will later be type-set.

Character Spacing



This feature changes the spacing between characters in your printed document. It can only be used on an ATARI 825 or Centronics 737 printer. This is another feature which is helpful for text which will later be type-set.

The space between characters is measured in millidot columns. There are 4800 millidot columns per inch on your ATARI or centronics printer. TEXT WIZARD is pre-set to "0" for character spacing, which will produce normally spaced characters by your printer.

To change the spacing between characters, press the CTRL key and the "S" key, followed by the number of millidot columns to space. This command will normally be included on your Print Formatting Line, but may be placed within your text if you want a certain portion to be spaced differently. Be sure to re-set this command when you want to return to normal print. Experiment with this feature to obtain the best results.

TEXT WIZARD

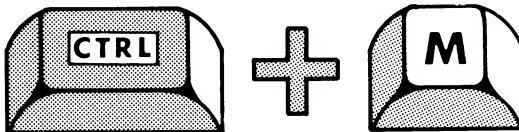
Double Column Printing

TEXT WIZARD allows you to PRINT your text file two columns per page if you want to do so. To utilize this feature, you must set a SECOND left margin and a SECOND right margin. This feature can be used with the ATARI 825 or the Centronics 737 printers only.

TEXT WIZARD is pre-set to "0" on both the LEFT and RIGHT second margins. Changing this setting will automatically put TEXT WIZARD in the double column printing mode.

Each column will now have a LEFT and RIGHT margin. The FIRST left margin is the margin closest to the left edge of the page, and is defined with the CTRL + "L" keys discussed earlier. The RIGHT margin feature, CTRL + "R" keys, will now become the RIGHT margin for the first column.

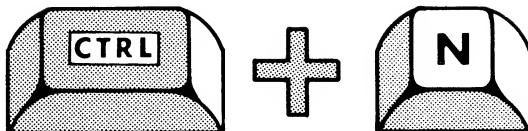
1) Second LEFT Margin setting



Pressing the CTRL key and the "M" key, followed by a number, will define the second LEFT margin. Remember that there are 150 columns per inch and your second LEFT margin must always be a number greater than your first RIGHT margin. At the end of this section, we will provide you with margin settings that will let you practice this feature.

TEXT WIZARD

2) Second RIGHT MARGIN setting



The second RIGHT margin defines the right margin for the second column. Pressing the CTRL key and the "N" key, followed by a number will set this margin. On an 8 1/2" piece of paper, there are 1275 possible settings. It is recommended that your second right margins be set at a number less than 1275, or your printer will think that you are nuts.

To try this feature with your sample text, set the line to begin printing on, (CTRL+I), at 40, and the line to stop printing on, (CTRL+D), at 72. Set your FIRST left margin, (CTRL+L), to 50, your FIRST right margin, (CTRL+R), TO 550, the second LEFT margin, (CTRL+M), to 600 and the second RIGHT margin, (CTRL+N), to 1150.

Example: I40D72L50R550M600N1150

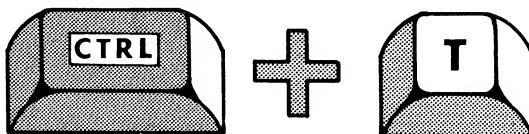
CAUTION: In order to use this feature properly, your Print Formatting Line **MUST** be placed on the first line of your text file. (TEXT WIZARD will ignore the spaces created by the formatting line.) Also, a RETURN (CR) symbol in your text which falls on the first line of the second column will cause the second column to print one line lower than the first column. It may be necessary to make adjustments in your text file or printing commands to adjust for this.

TEXT WIZARD

3) Special PRINTING Features

Proportional Print:

Proportional printing is the standard print mode in TEXT WIZARD. Optional printing modes are **ELONGATED** print, or **CONDENSED** print.

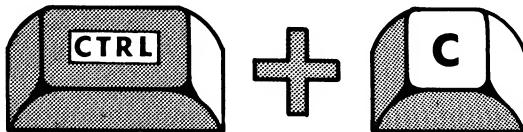


A CONDENSED print mode will print more characters per inch than the standard mode. With the Epson MX-80, you MUST define this option on your Print Formatting Line and use it for your whole document. With an ATARI 825 or a Centronics 737, you can imbed this command and condense one word, one line or a series of paragraphs if you wish.

The CONDENSED print mode operates like a toggle switch on the ATARI and Centronics printers. Press it once and it's ON, press it again and it is OFF. TEXT WIZARD defaults to proportional printing to start with.

Pressing the CTRL key and the "T" key will set the condensed mode. Experiment with this feature to determine how it will best suit your needs.

Centering Text:

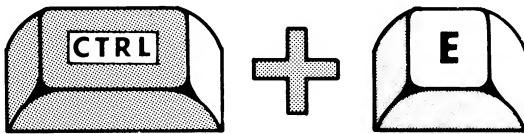


Pressing the CTRL key and the "C" key will CENTER the line you are on. Be sure that you use this feature at the beginning of the line you want to CENTER. Since TEXT WIZARD recognizes this command one line at a time, you do not have to repeat the CTRL+C command to turn this feature OFF.

TEXT WIZARD

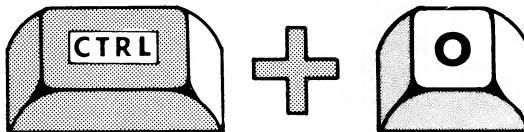
Pressing the CTRL+C keys twice will block your line to the far right of your margin. Later we will discuss SUBSCRIPTS and SUPERSCRIPTS which move the page up and down in half line increments. Basically, this is how you can place the Date on the far right margin in a letter on the same line as a person's name on the far left margin. REMEMBER: TEXT WIZARD commands can often be combined to perform almost any task you require.

Elongated Text



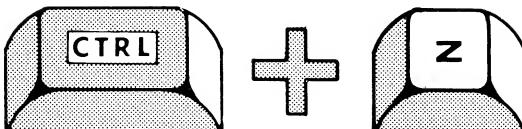
ELONGATED text prints out twice the size of normal characters. Pressing the CTRL key and the "E" key will put your printer in the ELONGATED mode. This feature operates like a toggle switch, the first time you use it will turn ON the elongated mode, while the second occurrence will turn OFF the elongated mode. TEXT WIZARD will ignore the spaces used for these printing control features.

If you have an Epson MX-80, you have two other possible options.



The CTRL key and the "O" key will put your printer in the Double Strike mode. This prints your text slightly below the first strike-over, and appears like a BOLDFACE type extended from top to the bottom of your text.

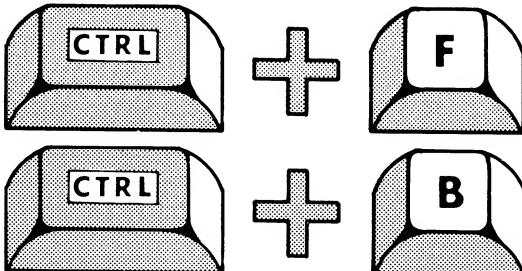
TEXT WIZARD



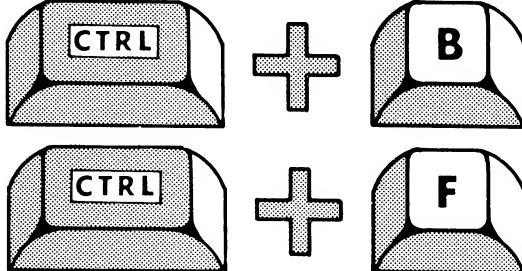
The CTRL key and the "Z" key will also put your Epson printer in the Double Strike mode. This time your characters will be expanded slightly across the width of your page.

Subscripts and Superscripts

SUBSCRIPTS and SUPERSCRIPTS can be included in your text by IMBEDDING the following commands within your file.



Begin your SUBSCRIPTED phrase by pressing the CTRL key and the "F" key. End the phrase by pressing the CTRL key and the "B" key. This will move your phrase one half line down in your text. Experiment with each of these options to print your text properly on paper.

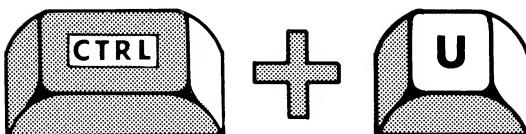


Begin your SUPERSCRIPTED phrase by pressing the CTRL key and the "B" key. End the phrase by pressing the CTRL key and the "F" key.

TEXT WIZARD will ignore print formatting commands when you PRINT your text file. You must insert normal spaces to allow for special formatting.

TEXT WIZARD

Underline Text



The UNDERLINE feature of TEXT WIZARD can only be used with an ATARI or Centronics printer as described earlier.

The UNDERLINE feature also works like a toggle switch. Press the CTRL key and the "U" key at the point where you wish to begin UNDERLINING. Press these same keys again to define where you wish to stop UNDERLINING your text.

If your text file is created before it is formatted, use the INSERT modes to place these control characters in the proper position within your text.

Indent Text

There are two ways to indent text with TEXT WIZARD. You can use the TAB feature, or you can control the print margins to make your text appear as you wish.

We've already discussed the TAB feature, so we will talk about special indenting functions now.

Let's say for example that you want to print a number followed by an endparen, space, and want the text which follows to appear justified to a left margin. Your TEXT WIZARD guide uses this feature.

Changing margins will require a little practice. You may be required to print your text several times before you get it right, but there is no standard setting to rely upon.

Subtle indents require that you change the LEFT MARGIN of your text. Since margin changes will occur on the line you ask for, this is a feature which will look unusual on the screen, even though it will print out correctly.

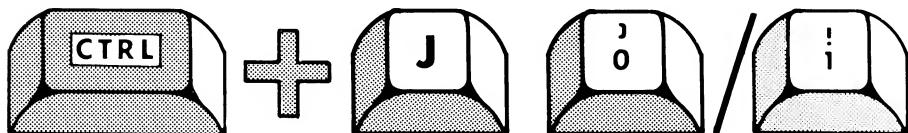
TEXT WIZARD

Using your sample text file as an example, Move the CURSOR to the line which reads "They came out of between....". Use the INSERT mode to place a "1)" and a SPACE before the word "They".

Place the CURSOR on the SPACE before the first word "They". Press RETURN (CR). Your text will now move to the next line. Enter the INSERT mode, (SHIFT+INSERT), and type CTRL+"B", CTRL + "B" AND CTRL + L250. At the RETURN (CR) symbol immediately following this paragraph, insert a CTRL + L200 to return the text to it's normal margin mode.

PRINT your text from the TOP of your file. What you have done is to back up your text one full line and print it with a different margin setting. Practice this feature to learn where to set the command and PRINT a perfectly arranged file.

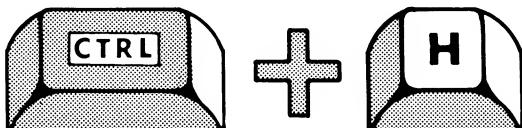
Justifying Right Margins



TEXT WIZARD is pre-set to justify the RIGHT margin. To turn this feature off, press the CTRL key and the "J" key followed by the number "0". This command can be placed anywhere before the text you want to print un-justified. To turn this feature back on, press the CTRL key and the "J" key followed by the number "1". Your sample text was printed in this manner.

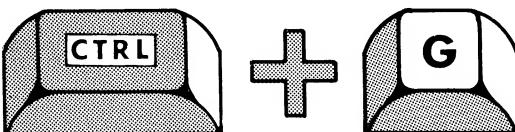
Headers and Footers

With some applications, you may want to print a Title Line, or Header, at the top of each printed page.



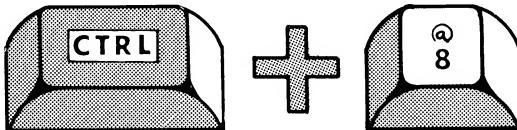
TEXT WIZARD

To include a Header phrase in your printed text, press the CTRL key and the "H" key on the first line of your screen text file. TEXT WIZARD will display a capital "H" on a white background. Follow this command character with your Header phrase. You may also include other print formatting commands on the Header line, such as CENTER or ELONGATE to position your Header phrase.



Using the Footer command will print your phrase on the last line of each page. The Footer command should be placed on the second line of your screen text file if you also have a Header phrase, or the first line of your screen text if there is no Header phrase. Press the CTRL key and the "G" key, then type in your Footer phrase. You may also include other formatting commands to position the Footer phrase on the print line.

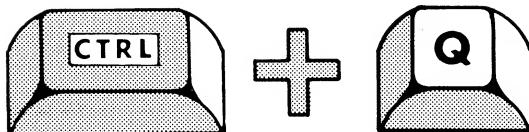
Page Numbering



The "@" symbol is used to indicate the page numbering command in TEXT WIZARD. Page numbers may be placed at the top or the bottom of your printed page by typing the "@" symbol in the header or footer line. Placed anywhere else in your text, this symbol will print out normally.

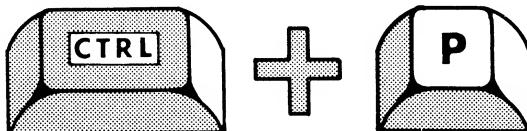
Using the CENTER command before the symbol will center the page number. Two CENTER commands will print the page number on the far right of the line. Placing the "@" symbol anywhere along the Header or Footer line will print the page number in that position on the page.

TEXT WIZARD



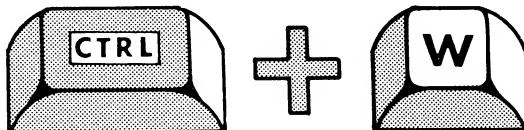
TEXT WIZARD automatically sets the beginning page number to "1". To change the page number sequence, press the CTRL key and the "Q" key, followed by the number you want to start with.

Eject Page



TEXT WIZARD will eject the page when it has printed on the last line of the bottom margin defined in your Print Formatting Line. To eject the page at a specific point, place the CURSOR at the point in your text file where you want the page to eject, press the CTRL key and the "P" key. This command must be followed immediately with a RETURN (CR).

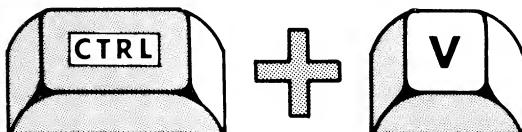
Using Single Sheet Paper



If your are printing your file on single sheet paper, you can tell TEXT WIZARD to WAIT at the bottom of each page while you insert another sheet of paper. On your Print Formatting Line, press the CTRL key and the "W" key. TEXT WIZARD displays a capital "W" on a white background to indicate this command has been used.

TEXT WIZARD

4) CHAINING Print Files



Text files may be CHAINED together in the order you desire and then printed as though they were one file with TEXT WIZARD.

To see how this feature works, LOAD your sample text file on the screen, SAVE the file to disk with the filename "TEST2" so you have two files on diskette.

When your sample file appears on the screen, use the OPTION/B command to move the cursor to the bottom of your file. If there is not a RETURN (CR) on the line directly above the CURSOR, please type one now. Press the CONTROL key and the "V" key. TEXT WIZARD will display a capital "V" on a white background. Now type the following in UPPER CASE; D:TEST2(CR).

The "D:" tells TEXT WIZARD that the file to CHAIN is on disk and that the filename is TEST2. This command must be preceded and followed by RETURNS (CR).

Go back to the TOP of your text file and use the OPTION/P command to PRINT. When TEXT WIZARD is finished with your first file the red "drive busy" light will go ON to show that TEST2 is being loaded. TEXT WIZARD will then print the second file automatically. You may CHAIN any number of text files together using this feature.

TEXT WIZARD

This ends the TEXT WIZARD User's guide. We have explained each of the editing and printing features of TEXT WIZARD, and offered some possible combinations of features to show the flexibility of this word processing system.

Part of TEXT WIZARD's versatility is due to the many possible combinations of features in preparing your text file. As you use TEXT WIZARD, you will discover many combinations on your own which will assist you in your applications.

A Reference Card is provided to help you review TEXT WIZARD's commands. The card briefly explains the commands and describes the keys which activate each feature. If you have any doubts about using a feature from the description on the Reference Card, re-read the section in this guide which describes the feature in detail.

-DISCLAIMER-

Although every effort has been made to insure that Text Wizard will work as described in the accompanying manual, certain hardware design problems do exist which may interfere with your system's performance.

The first design problem concerns Atari disk drives manufactured prior to May, 1981. Because of early testing procedures, these drives may experience motor speed and head alignment problems. The result is that the diskette supplied with Text Wizard, although fully tested before leaving the factory on new drives, may not "LOAD" into your system. If this is the case, have your disk drive checked by a certified Atari repair facility.

The second hardware problem involves the Atari 825 and Centronics 737 printers. Occassionaly print buffer conflicts will occur and cause commands imbedded in text to print out or not be printed out. Currently there is no known solution for this situation other than re-printing your document.

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TEXT WIZARD

Appendix A

Editing Commands

<u>Feature</u>	<u>Command Keys</u>
Upper Case Text	SHIFT + CAPS/LOWR
Lower Case Text	CAPS/LOWR
Inverse Character Remarks	Atari Logo

Moving the Cursor

Cursor UP	CTRL + Up Arrow
Cursor DOWN	CTRL + Down Arrow
Cursor LEFT	CTRL + Left Arrow
Cursor RIGHT	CTRL + Right Arrow
Page DOWN	OPTION + Down Arrow
Page UP	OPTION + UP Arrow
Top of Page	SHIFT + CLEAR
Bottom of Page	CTRL + CLEAR
TABBING the Cursor	OPTION + "T"
	OPTION + "B"
	TAB

INSERT Text

Character Insert	CTRL + INSERT
Line Insert	SHIFT + INSERT

DELETE Text

Delete Character Left	Delete/Back S
Delete Character Right	CTRL + Delete
Delete Line	SHIFT + Delete
Delete BLOCK	START + SELECT + OPTION + "E"

TEXT WIZARD

Feature

Set Start of Phrase
Set End of Phrase
Move Phrase

MOVE Text

Command Keys

START + "M"
SELECT + "M"
OPTION + "M"

DUPLICATE Text

Set Start of Phrase
Set End of Phrase
Duplicate Phrase

START + "D"
SELECT + "D"
OPTION + "D"

SEARCHING for Text

Define Search Phrase
Search for Phrase

START + "S"
SELECT + "S"

REPLACING Text

Define Replace Phrase
Replace Phrase

START + "R"
SELECT + "R"

Printing Commands

Set LEFT Margin
Set RIGHT Margin
Set TOP Margin
Set BOTTOM Margin
Set Length of Form
Set Line Spacing
Character Spacing
Second LEFT Margin
Second RIGHT Margin

CTRL + "L"(nnn)
CTRL + "R"(nnn)
CTRL + "I"(nn)
CTRL + "D"(nnn)
CTRL + "Y"(nnn)
CTRL + "A"(n)
CTRL + "S"(nnn)
CTRL + "M"(nn)
CTRL + "N"(nnn)

TEXT WIZARD

<u>Feature</u>	<u>Special Printing Features</u>	<u>Command Keys</u>
CENTER Text		CTRL + "C"
Block Text Right		CTRL/C + CTRL/C
Proportional Print		STANDARD
Condensed Print		CTRL + "T"
Elongated Print		CTRL + "E"
Subscripted Text		CTRL + "F"
Superscripted Text		& CTRL + "B"
Underline Text		CTRL + "B"
Indent Text		& CTRL + "F"
Justify Right		CTRL + "U"
Un-Justify Right		Re-Set Margin
Define HEADER		CTRL + "J"(1)
Define FOOTER		CTRL + "J"(0)
Set Page Number		CTRL + "H"(phrase)
Page Numbering		CTRL + "G"(phrase)
Eject Page		CTRL + "Q"(nn)
WAIT at end of page		@ symbol
CHAIN Files		CTRL + "P"
		CTRL + "W"
		CTRL + "V"(D:(nn))

Disk Commands

LOAD File	OPTION + "L"
SAVE File	OPTION + "S"
PRINT File	OPTION + "P"
DELETE File	OPTION + Delete
DISK Directory	OPTION + 1/2

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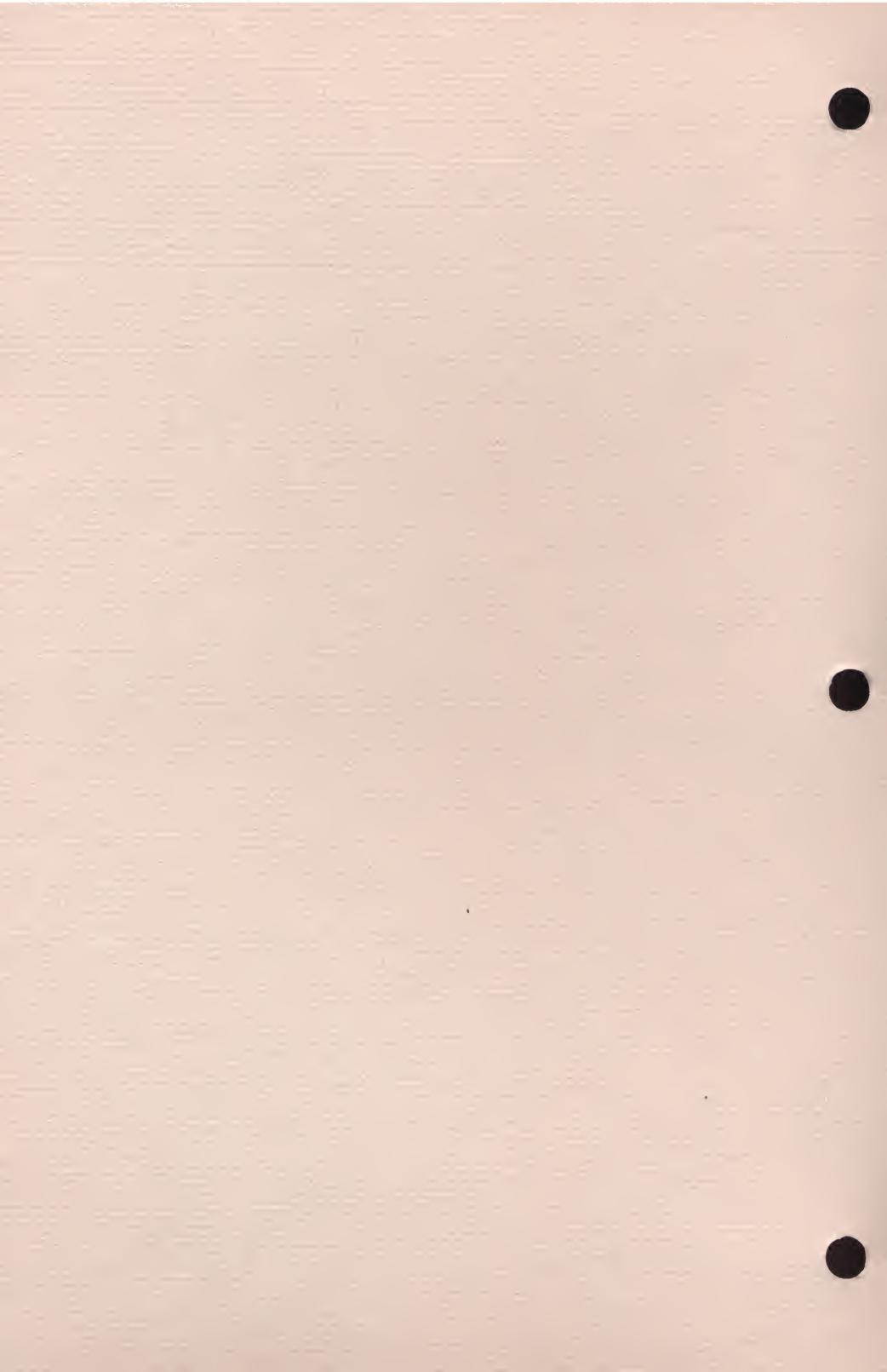
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Are you an experienced, assembly-language programmer? Have you written an original program that you would like DATASOFT to market? Do you have a terrific concept that would make a great computer product? If you answered "yes" to any of these questions, then we'd like to talk with you!

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